

(Name, office, building, Age)

Initials

Date

1.

2.

3.

4.

5.

Action

File

Note and Return

Approval

For Clearance

Per Conversation

As Requested

For Correction

Prepare Reply

Circulate

For Your Information

See Me

Comment

Investigate

Signature

Coordination

Justify

REMARKS

SG1J

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FF

Room No.—Bldg.

Chief, PAB-7A

SG1A